



**6 AUGUST 1999**

***Personnel***

**AIR INTELLIGENCE AGENCY OUTSTANDING  
AIRMEN OF THE YEAR AND FIRST  
SERGEANT OF THE YEAR RECOGNITION  
PROGRAMS**

**COMPLIANCE WITH THIS PUBLICATION IS MANDATORY**

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This instruction implements AFPD 36-28, *Awards and Decorations Programs*. This instruction establishes procedures and guidance for the Air Intelligence Agency (AIA) Outstanding Airmen of the Year (OAY) and First Sergeant of the Year (FSOY) programs. It provides procedures and responsibilities for nominating and selecting Air Force enlisted personnel (active duty and reserve) as nominees for these awards. This instruction applies to AIA directorates and major staff offices, all subordinate AIA units, and AIA-gained Air Force Reserve units. It does not apply to AIA-gained Air National Guard units.

**WARNING:** This instruction is affected by the Privacy Act of 1974 authorized by Title 5, United States Code, Section 552a.

***Summary of Revisions***

This instruction is the initial publication of AIAI 36-2803 and is totally rewritten from AFICR 900-11. Offices of responsibility are changed, added, and, or deleted. It is necessary to review this instruction in its entirety.

**1. General Information.** Enlisted personnel are active duty personnel serving in the rank of airman (AMN), airman basic (AB), and senior airman (SrA); noncommissioned officers (NCO) include staff sergeant (SSgt) and technical sergeant (TSgt); and senior noncommissioned officers (SNCO) include master sergeant (MSgt), senior master sergeant (SMSgt), and chief master sergeants (CMSgt). The active duty first sergeant includes enlisted personnel serving in Air Force specialty code (AFSC) 8F000.

**2. Responsibilities:**

**2.1. Air Intelligence Agency, Command Chief Master Sergeant (HQ AIA/ CCC).** HQ AIA/ CCC manages the board processes for the 12 Outstanding Airmen of the Year and the First Sergeant of the Year. Three separate boards include: group, center, and the 67th Intelligence Wing (67 IW).

The boards convene to determine their respective nominees to meet the final agency board. The final agency board reviews 12 packages total (three SNCOs, three NCOs, three AMN, and three first sergeants) and selects one person from each category to represent AIA during the United States Air Force 12 Outstanding Airmen of the Year and First Sergeant of the Year competition, see attachment 1.

**2.2. 67th Support Squadron, Squadron Section Commander (67 SPTS/CCQ).** The 67 SPTS/CCQ selects one SNCO, NCO, Amn, and first sergeant from among AIA directorates and direct reporting units (DRU) for nomination and consideration at the group board.

**2.3. The Directorate of Personnel, Personnel Programs Branch (HQ AIA/DP PP).** HQ AIA/DPPP is the office of primary responsibility (OPR) for the AIA Outstanding Airmen of the Year and First Sergeant of the Year programs. HQ AIA/DPPP:

2.3.1. Solicits, in September by message, units to submit Outstanding Airmen of the Year and First Sergeant of the Year nominations packages. HQ AIA/DPPP will not accept nomination packages after 15 February.

2.3.2. Reviews nomination packages to ensure that they are prepared in proper administrative format and contain all the applicable information required according to AFI 36-2805, Special Trophies and Awards.

2.3.3. Requests HQ AIA/CCC to appoint chief master sergeants to serve as board members.

2.3.4. Convenes a selection board.

2.3.5. Prepares staff summary and announcement message for approval by Commander (HQ AIA/CC).

2.3.6. Advises Director of the Office Public Affairs (HQ AIA/PA) of the winners and provides them with copies of the nomination packages.

2.3.7. Prepares indorsement letter to, HQ AFPC/DPPEA (Air Force Personnel Center, Awards and Decorations Branch) for AIA/CC signature.

2.3.8. Serves on AIA/CCC OAY Week Committee.

**2.4. HQ AIA/CCC:**

2.4.1. Serves as president of the Agency Outstanding Airmen and First Sergeant of the Year boards.

2.4.2. Coordinates travel and billeting arrangements for board members.

2.4.3. Coordinates travel and billeting arrangements for OAY and FSOY.

2.4.4. Identifies operations and maintenance (O&M) funding requirements in the annual financial plan.

2.4.5. Provides non-O&M funding support requirements to HQ AIA/FMP at least 2 weeks prior to the event.

2.4.6. Establishes and coordinates OAY Week functions through an OAY Week committee.

2.4.6.1. Committee membership, at a minimum, consists of a representative from AIA/CCC, AIA/CVP (Protocol Office), AIA/CCXR (Command Presentations), the 690th Intelligence Support Squadron, Visual Information Flight, Graphics and Photo (690 ISS/VPM), HQ AIA/

LGS (Vehicle Dispatch), each directorate and major staff office, and HQ AIA/PA.

2.4.6.2. The committee supports the following elements: publicity, photography, graphics, reproduction, tickets, transportation, escorts.

## **2.5. HQ AIA/PA:**

2.5.1. Coordinates OAY Week programs with AIA/CCC through representation on OAY Committee.

2.5.2. Publicizes OAY and FSOY program and OAY Week activities or results in agency media.

2.5.3. Submits news releases to local and Air Force media.

## **2.6. HQ AIA/CVP:**

2.6.1. Coordinates OAY Week programs with AIA/CCC through representation on OAY Committee.

2.6.2. Advises on formal banquet arrangements to include seating arrangements.

2.6.3. Manages formal banquet invitations.

2.6.4. Coordinates travel and billeting arrangements for distinguished visitors (other than finalists and OAY board members).

## **2.7. HQ AIA/CCXR:**

2.7.1. Coordinates OAY week programs with AIA/CCC through representation on OAY Committee.

2.7.2. Coordinates with AIA/CCC on slide or photo requests for banquet presentations.

2.7.3. Develops and conducts agency briefings for OAY finalists.

## **3. Nomination Criteria:**

3.1. The award period is 1 January through 31 December of the previous calendar year.

3.2. All nominees:

3.2.1. Are assigned to any AIA or administratively-supported organization for at least 90 days during the inclusive period.

3.2.2. Are serving in an eligible rank on the last day of the inclusive period. If promoted during the inclusive period, individual will compete in the rank category with the most time served.

3.2.3. Have records that do not contain unfavorable information and do not have negative quality force indicators during the inclusive period; this includes unfavorable information files, entry into Phase I or unsatisfactory progress in the Weight Management Program, or marginal performance ratings.

**4. Nomination Format.** Nominations packages are submitted in the format prescribed by AFI 36-2805, Special Trophies and Awards. HQ AIA/DPPP announces additional nomination requirements, if necessary, by message when soliciting nominations.

## **5. Honoring Finalists:**

**5.1. Nominees.** The nominees of the wing, groups, and centers attend OAY Week activities at HQ AIA. They are honored for their achievements, if mission permits. The nominee's unit funds all related temporary duties relating to the OAY Week.

**5.2. Award and Honors.** Commanders are encouraged to recognize their nominees for AIA Outstanding Airmen of the Year and First Sergeant of the Year by presenting a plaque or similar type of recognition to the individual. Other forms of local recognition can include, but are not limited to:

5.2.1. Special parking privileges.

5.2.2. Trips with the commander to selected military and civilian functions.

## **6. Suspenses:**

**6.1. Call for Nomination Packages.** HQ AIA/DPPP solicits nominations no later than September of each year.

**6.2. Submitting Nomination Packages.** Submit Outstanding Airmen and First Sergeant of the Year nomination packages to arrive at HQ AIA/DPPP no later than 15 February.

**6.3. Awards Presentation.** Outstanding Airmen of the Year Week is held during the month of May.

### **NOTE:**

When suspense dates fall on a weekend or holiday, the new suspense date is next duty day.

## **7. Forms:**

**7.1. Prescribed.** AIA Form 82, **Outstanding Junior Officer/Airmen Board Worksheet.**

**7.2. Used.** AF Form 1206, **Nomination for Award.**

THOMAS F. FOLKES, Colonel, USAF  
Director of Personnel

**Attachment 1****TWELVE OUTSTANDING AIRMEN OF THE YEAR BOARDS**

**A1.1. Purpose.** The chart shows the three separate boards: group, center, and the 67th Intelligence Wing (67 IW). The boards determine their respective nominees to meet the final agency board. The final agency board reviews 12 packages total (3 senior noncommissioned officers [SNCO], 3 noncommissioned officers [NCO], 3 airmen [AMN], and 3 first sergeants) and selects 1 person from each category to represent AIA during the United States Air Force 12 Outstanding Airmen of the Year and First Sergeant of the Year competition.

**Figure A1.1. Organizational Chart Outlines Three Separate Boards.**